1

G. R. S. IX-5].

Previous references
E.A-G 524.
G.O.NO.R.1739-41
6th May 1921.

Later references.

191 .
(E. Audit)

File No. 184
Serial Nos. Part IV

p-31(E)

D

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Part IV

Part B for January 1922

SUBJECT.

The District Police Office Manual.

In the J. G. of Police in reply
No. E.A.2808/25-4-22

~~Recorded~~

Returns appendices I & X to the District Police Office Manual and appears quite forms.

WD 788—GPB—5,003—7-11-19

L. Ramachandra Rao
21:3:22.

G.R.S. III—3]

2

D-339

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft Reminding the I.G. of Police about the Police Office Manual is put up.

21-4-49

R No 3272 Dt 21.4.49 issued.

Draft of another reminder is submitted.

22/5

(No 3750 Dt. 28-5-49 issued)

Progress enquired in another file. (No 178-492 Dt 14-7-49).

Draft reminding is subd

18/8/49

(R. No 526 Dt 19-8-49 issued)

From the D. of Police No 662/C Dt 11/9/49 states that the draft office of the Police Office Manual is almost ready & will be subd about the 15th of October & submitted for perusal. If so received will be awaited

15/9

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

draft reminding the I. G. P. is
ordd.
18/11/19.

(No 997/S.A.G of 19-11-19)

From the I. G of Police.
No C.140 dy 24-11-1919.
States that the draft Guide
to Police Office manual is ready
and will be submitted to Govt
before the 15th January 1920.
after going through it carefully.

Draft reminding I. G. Police is
submitted
24/1/20.

26-1-20

No 1314 dated 26th Jan 1920 to the
I.G.P.
Another reminder
is put up.
12.2.1920

(N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.)

Issued (No 1482/S.A.G dy 14-2-1920)

4

Dt. Police Office Manual

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. No. 937

No. D2 D. 1665/19-20 dated 20th Feb 1920, from the D.G. of Police in Mysore

States that the draft of the Dt. Police Office Manual will be sent in the first week of March 1920.

Sent for perusal & information.

8/2/26/2

H-2-20

The second week of march is near by over and the draft manual has not yet been received. Draft reminder is submitted.

10/3/20

15-3-20

Issued No. 1802 dt 17.3.1920.

Draft of another D.G. reminder is submitted.

19/5/20.

Dont + fair Sh — sub to Chapter 4

19-5-20

No. C 2733/19-20 dated 29th may 1920 from the D.G. of Police.

States that the draft of the District Police Office Manual will be sent in the first fortnight of June 1920.

Submitted for perusal.

31/5/20

31-5-20

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

The District Police Office manual.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The Dt. Police office manual has not been received as promised by the D.C. of Police. Draft reminder is put up.

HK 2/6/20

No. 2554 d 24.6.920

DO No 2733 dated 3rd July 920. from the D.C. of Police. States that the draft of the District Police Office manual is undergoing alterations and that it will be submitted by the end of this month. Submitted for perusal.

HK. 5.7.20

Draft reminder is submitted.

13/8.

Issued No 3433/ 168.920.

Draft of a further reminder is subd

HK 7.9.1920

N.B.—Should routine notes be written on small slips, they must be copied, or slips pasted on this form.

491 d 4.10.20

Another reminder is subd

HK 7.10.1920

Under Secretary's order on the letter "Remind on 28.7.920." Initials HK. dt 8.7.920

If approved, the fair copy will be submitted to the Chief Secy for signature

HK

Issued No 821 d 15.10.20

G.R.S. III—3]

2121

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

To D. G. of Police. No. C 2733 of 16/10/20. Promise to forward the Manual on the first week of Nov'20.

The Manual has not yet been received. Draft D.O reminding is put up.

HK

10-11-1920

Wrong 10/11

Issued No 875 of 12.11.1920

To the D. G. of Police D.O No C 2733 of 13.11.1920.

States that he shall not be able to send the draft Manual before the 15th Dec 1920.

Await.

(Sd) A.V.R

15-11-1920

Another reminder is drafted & submitted.

HK.

18-12-1920

Wrong 18/12

D.O. 579 20/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

To D. G. of Police.

re No C 2733 of 20-11 20/12/20

States that the draft in question is being gone through & will be sent before the 15th Proximo, after a conference of Police Officers is over.

G.R.S. III—31

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft 2d reminder
& subd
HK
20.1.1921

Issued
20/1

Issued No 1179 E&G 8 20.1.21

This reminder has not
elicited any reply. Subd for
orders.
HK
7.2.1921

Issue draft
8/2

Issued. No 1250 E&G 8 8.2.1921.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

2179 795 8

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

C No. 2733 dated the 15th Feb 1921, from the Dy. of Police in Mysore, forwarding for approval the draft of the Dt. Police Office Manual.

The draft has been Scrutinised in the light of the Dt. Office Manual and the Police Manuals. The forms referred to in the Manual are stated to be under preparation. The proposal of the Dy.P. contained in para 8 of his letter in regard to the training of two clerks in each Dt Police office and the HQ Quarter Inspectors in the Disposal number System is also for orders.

8/3/21 The manual may be approved, Ecot favour of remarks going.

Bm 18/4/21.

DIARY No. 21729

19 -19

SECTION

FILE

CHIEF SECRETARIAT

PHOTOGRAPH

18 APR 1921

Addressed by Police with Compliments

Sd/- 22/4

Submitted

no remarks

D. M. 16/5

Bm 17/5

6465 17-5-21

3rd Member

19/5

19/5

Bm 19/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

D. 1795

9

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subd with a draft to the Dy P. Referring the draft of the Manual as approved by Govt. Orders also seem necessary on the proposal of the Dy. P. in regard to the licencing of clubs in the Dt. Police officer, in the disposal number System. (Vide para 8 of the letter)

SA 19/5/21 Issue & resubmit with a draft G.O. based on Dy's proposal

Bm 20/5

No. 1892/Ett 4 dated 20th May 1921 to the Dy. of Police in Mysore. Returning the draft of the Dt. Army Police Office Manual with the approval of Govt.

Subd with a draft G.O. ~~as~~ ordered above, for Consideration

Bm 21-5-21. 1606 21.5.21

SA 20/5/21 2nd member)

No general rules need issue. The Dy. may apply for permission in each case stating not his source from which his extra Expenditure if any may be met.

Jnb 23/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Revised draft Bm 23/5

Revised draft Approved

HWK 28.5.21 To the Dy of Police

To no 1961/Ett 4 dated 28.5.21. ... transaction in each case stating ... out the source

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D No 3/4

Letter no. C. 2733 dated 14th July 1921 from D.G.P., forwarding a corrected proof copy of the District Police Office Manual and stating that 100 copies of the manual are proposed to be printed for distribution.

The D.G.P. proposes to distribute Send 3 copies to each District Police Office, 10 copies to Govt and retain the rest in this office. Submitted a draft to D.G.P. forwarding the proof as revised.

27/7/21

No. Ex. No. 27 dated the 4th Dec 1921, from the D.G. of Police.

Returning the corrected proofs of the Dt. Police Office Manual and approving of the proposal for the distribution of the printed copies of the manual.

No. C. 2733 dated 9th Dec 1921, from the D.G. of Police

Forwarded for approval the appendices of the Police Manual.

Submitted drafts ordering the appendices with alterations

20/12/21

Pl. Gandhi Road

Please examine this in the light of recent orders of Standardisation of registers & forms recently adopted

27/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Appendices to the District Police Office Manual.

There are 10 appendices which, it was presumed, would be printed with the Manual. The Manual, however, has already been printed and the appendices, which are merely lists of forms have now to be printed as a separate volume.

In para 5 of his letter dated 14.2.21, the I.G.P. recommended the abolition of the Constables' Service Regn but it is seen from the Manual (para 84) that the Regn is retained. The form has likewise been included in App III.

Flag C

Forms included in the Mysore Police Manual & Govt Circ & S.Os and some of the P.W. forms also have been omitted from the appendices and a list of these is given at the beginning. If this arrangement can be extended to forms found in other Manuals such as the Dist. Office Manual & the

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Mysore Account Code, which may be available for reference in Dist Police Offices, the appendices can be further curtailed. For e.g. 16 of the 18 registers forming App I are to be found in the Dist. Office Manual and except in one or two cases (such as an addl col in the Attendance reg^r for no. of days of casual leave taken in a month) no change whatever has been made. Similarly, in App III are enclosed a no. of forms like the Cash Book, Large, Permt-Advance reg^r, Order book for Contra Charges, Q. check reg^r, Acquittance roll &c, which are common to all offices & which find a place in the Dist. Office Manual &c. A list of such forms giving refce to the Sample may be attached at the beginning of the Appendix concerned as has been done in other cases, with the instructions that verbal alterations in the headings of such forms

N.B - Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Initials of Hd Qrs Insp^r "pr" Initials of Dist. Sh^r "may" stones wherever necessary be made. It is desirable to alter these forms so as to make them applicable to all and this will be attended to separately.

There are some few forms which are req^d only in the Office of DSPs and which having been included in the list of Police forms recently issued, were ordered to be brought on Vol II of the Mysore Police Manual when it is hoped be reprinted. ~~It seems meet that they should find a place in the Dist. Police Manual.~~ These forms have accordingly been omitted from the appendices now read (wherein they are merely referred to by the nos given to them in the printed list of Police forms)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

It seems more fitting that they should find a place in the Dist. Police Manual. If this view prevails, instructions given

X 1094 - Facing sheet for District Crime files
97 - Daily Crime report
98 - Check register of Station House diary
99 - do —— Guard diary
X 100-102 - Ledger of cases
104 - Force Return
112 - Statement showing the progress of Expenditure
115 - District Crime Register

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

A

in the Dun of 6th May 1921 to include them in the Mysore Police Manual will have to be modified in so far as the ten forms mentioned above are concerned.

Subd- for order—

27.10.21 Please ~~draft~~ prepare lists accdg to draft-Consult D-G-P.

This would avoid unnecessary reprinting & would facilitate economical supply & stocking in Stationery Depot. Sm 12/11/21

Draft Consisting D-G-P & Subd- Nec listing of these forms will, if appd-, be taken up after the appendices are appd-

29/11/21. Sm 29/11

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Issued No EA 2269 of 30.11.19.

From the D-G. of Police in Mysore

No C 2733/19 of 16.12.1921.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Furnishes opinion called for and states that the appendices may be printed as they are sent.

Subd. with a draft for orders.

19.12.21.

Sent 20/12

Genl. Secy.

Draft may be appd

3598 5.1.22

3rd Member.

Draft submitted with 1st Member

Subd 12/1/22

Draft subd after 2nd Genl

[I am sorry for the mistake. This should have rectified it.]

Subd to 1st Member by Genl. 5/1 20/1

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

The I.G. of Police No 2808 G. 25-1-22

Returns duly approved appendices I to X to the Dist. Police.

GEN. & REV. SECTION VIII
E. AUDIT
26 JAN 1922

16
2

C No. 2733/19

OFFICE OF THE
INSPECTOR-GENERAL OF POLICE IN MYSORE.
Dated Bangalore, 14th February 192 1.

Encls.

16 FEB 1921

Dno 795

Sir nalappa
Please entrust to
the light other
Police manuals
submit

From

A. SUBRAHMANYA IYER, ESQR., B.A.,
The Inspector-General of Police in Mysore,
Bangalore.

To

K. MATTHAN, ESQR., B.A.,
OFFG. *Chief Secretary to the Government of His Highness*
the Maharaja of Mysore,
Bangalore.

Sir,

With reference to correspondence ending with your letter No. 1755 E.A.G. 184 dated 13/14-12-18, regarding the preparation of the District Police Office Manual and the subsequent reminders, I have the honor to forward herewith, the draft of the same and to state as follows:--

1. In the preparation of the Mannual, the District Office Manual approved and published by Government in 1919 has been closely followed in all matters of general Office procedure common to the District Police office and the Deputy Commissioner's office. With regard to matters relating to the work of the Police Department, the existing system of work has been continued and at the same time, the arrangement closely follows that in the District Office Manual. Reference has also been mad to part I of the General Circulars and standing orders and the subsequent orders of Government relating to office procedure, but they have not been embodied in the District Police Office Manual, with a view to avoid repetitions.

2. To be consistent with the intentions of Government for the introduction of the Disposal number System of work in all the Offices, the manual is drafted accordingly.

14/2/21

3. The powers of the Superintendent of Police have not been defined specifically and so, he is given the same powers as the Assistant Commissioners in charge of the Sub Divisions, exercise. (para 2)

4. The Head Clerk or Head Munshi of the office is expected to have passed the Criminal Lower examination (paras 18 & 53) and the Clerk in charge of the Account Branch, the Accounts Lower examination (para 70). The clerks in the District Police Office have to pass the examination prescribed under the Clerkship Rules, still those working in the Crime and Account Branches should be expected to have passed the examinations, which would fit them well for the work they are intended. Hence this provision is made.

5. As para 84 would show, the consolidated Service Registers are sought to be abolished. These registers are expected to give the completed history of every Police Officer in the District and it is, in short, intended to be a history of the services of every officer. Further, the one useful purpose they were intended to serve, was to give materials for the preparation of pension papers. But, it is noticed by experience, that it is not always easy to keep these registers up to date and in no instance, do they appear to have facilitated the preparation of pension papers. If the individual service registers, the order work and the Force Return Book are correctly maintained and properly scrutinized from time to time, the maintenance of the consolidated Service Registers may be found superfluous and their abolition will save much work. Hence, I recommend their abolition.

6. With regard to the preservation of records, which do not come under the rules of the Disposal Number System, the existing bundle system is continued. But provision is made for the arrangement of records relating to the Crime papers on the model of the system that obtains in the Civil Courts for the filing of records on the principle of the Disposal Number System (para 55).

7. The Forms and Registers given in the District Office Manual have been introduced in this Manual, wherever possible, and with regard

18

to those relating to the departmental work proper, the existing ones have been continued. They are being typed and I hope to be able to forward them to Government in the course of a month.

8. If the Manual is approved and issued by Government in time, I hope to introduce the Disposal Number system into the District Police Offices from the commencement of the next official year. In the meantime, it is desirable that at least two intelligent clerks from each office and the Head Quarter Inspectors should undergo a course of training. Hence, I propose that these officers may be deputed to my office in turn by batches for a period of 15 days to learn the new system of work. I request that sanction of Government may kindly be obtained for this proposal with permission to make the necessary temporary and acting arrangements for the despatch of work during the period of such deputation.

I have the honor to be

Sir,

Your most obedient servant,

Inspector General of Police.

19

WD 02964—300—14-5-20

From

The Inspector-General of Police
in Mysore, Bangalore.

To

The Chief Secretary to the Government
of H H. the Maharaja of
Mysore,
Bangalore.

Dated
Despatched } 15th Feby/21

No. C. 27.33/19

Enclosure /

Subject.

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form.*)

No 189-1/22 dated 20th Sept

Encl

To

The Dy. of Police in Mysore

Sir,

I am directed to return herewith as approved by Govt the draft of the District Police Office manual sent with your letter No. C 2733 dated the 15th Feb 1921 and to state that arrangements may be made for the early printing of the manual, in consultation with the Superintendent, Govt Printing.

2 I am to request that the forms and registers referred to in para 7 of your letter may be sent early for approval by Govt.

~~3. I am to request that the proposals~~ 3. Separate orders with regard to the last paragraph of your letter will issue.

~~regarding the last paragraph of your letter~~ may be sent under reply.

By order,
Jt Chief Secretary

GPB—10,000—22-2-11

Copy to the Superintendent Govt Printing for information.

18/3/21

By order
[illegible]

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to 795

General and Revenue Secretariat
(EA)
, *the* 191 .

Date of issue 28.5.21

Signed by M A V A

Section

File No.

Serial No

No. 1961/EA7

To The Inspector General of Police in Tanganyika.

Sir,

Referring to paragraph 8 of your letter No C 2733 of the 15th Feb 1921 requesting Sanction to the deputation of two intelligent clerks from every District Police Office and the Head Quarter Inspectors to his office by batches for a period 15 days for training

over.

in the Regional Numbering System, I am directed to state that you may apply for sanction in each case pointing out the source from which the extra expenditure if any, may be met.

I have etc

Secretary to Govt

26/5/1921

List of enclosure

Copied by

Examined by

0158

B.14 23

No. C. 2733/9 Office of the Inspector General of Police in Mysore,

Dated Bangalore, the 1st July 1921.

From

A. SUBRAHMANYA IYER, Esq., B.A.,

Inspector General of Police in Mysore.

To

K. MATTHAN, Esq., B.A.,

Chief Secretary to the Government of Mysore,

12 JUL 1921

Sir,

In inviting reference to your letter No.1892/ E.A.G. dated 20th May 1921 regarding the early printing of the District Police Office Manual, I have the honor to state that the Superintendent, Government Printing, has sent the proof copy of the Manual and I am returning the corrected proof to him with the request to print 100 copies. It is proposed to give every office 3 copies, including a personal copy to the Superintendents and Assistant Superintendents, send 10 copies to Government and to retain the balance in my Office.

I have the honor to be,
Sir,
Your most obedient servant,

Inspector General of Police

CM 1/7.

24

From

The Inspector General of Police in Mysore.

To

The Chief Secretary to the Government of Mysore.

Dated the 1st July 1921.

Despatched

No. C. 2733/9

G.R.S. VI-71]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 4/7/21

Signed by Mr. A.V.R.

Section

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Ev. A. No. 27

~~Read~~ To

The P.S. to Dewan in Mysore

Sir,

With ref: to your letter no.

C 2733 dt 1st July 1921 I am directed to return herewith the corrected proofs of the Dt. Office Office manual to state that your proposals in regard to the distribution of printed copies of ~~the District Office~~ Office Manual are approved. It is presumed that the appendices to the Order Thereon:— No. manual will also be got printed along with the Manual.

Yours &c

Dewan

4/7/21.

over.

y this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

G.R.S. VI-71]

SUBJECT.....

1199
9

1016?
C No. 2733/G.E. AUDIT. VIII
20 SEP 1921

Office of the Inspector-General of Police in Mysore,
Dated (Camp) Mysore, 13th Sept. 1921.
19

From

A. Subramanya Iyer, Esq., B.A.,
Inspector-General of Police in Mysore.

To

K. Matthan, Esq., B.A.,
Offg. Chief Secretary to the
Government of Mysore.

D 8605a

GEN & REV. SECTT.
20 SEP 1921

Sir,

With reference to correspondence ending with your letter A.No.27 dated nil July 1921 regarding the appendixes to the District Police Office Manual, I have the honour to forward herewith appendices I to X for the approval of Government. They will be sent to the Press after they are returned with the approval of Government.

I have the honour to be,
Sir,
Your most obedient servant,

Inspector-General of Police.

over.

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 30th Nov. 1921

Signed by Mr. N.V.R.

Section

File No.

Serial No

No. E.A. 2269

appendices

To

The I.G. of Police in Mysore

Sir,

Adverting to Consp Cs ending with your letter C no 2733/19 dated 13th Sept 1921, forwarding appendices I to X to the District Police Office Manual, I am directed to enquire if you consider it necessary to include in Extenso forms found in other manuals such as the District Office Manual

P.T. over.

and the Mysore Account Code which may be available for reference in Dist. Police Offices and whether it is not enough if a list of such forms is attached at the beginning of the appendix concerned as has been done in the case of forms included in the Mysore Police Manual, Genl Circulars & Standing Orders and P.W. forms. It is found that 16 out of the 18 registers forming appx II are found in the Dist. Office Manual with little or no alteration and a number of forms like the Cash Book, ledger, etc which are included in appx III, common to all offices, find a place either in Dist. Office Manual or the Mysore Account Code.

It is also seen that the marginally noted forms which are req'd in the offices of D.S.P's were ordered to be brought on vol II of the Mysore Police Manual (vide para 2 of Om. no 1739-41 | EAG 524 dt 6.5.41). I am to

List of enclosures.

No. 94 Facing sheet for Dist. Crime files
98 Check reg'r of Station House Diary
99 do ——— Genl Diary
100-2 Ledger of cases
104 Force Return
112 Statement showing the Proper Expenditure Copied by Examined by
115 District Crime Register

G.R.S. 27|

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

enquire if you consider it more appropriate that they should find a place in the Dist. Police Office Manual and if so, to request you to have them included accordingly in Extenso in the appendices concerned.

The appendices received with your letter under reply are returned herewith for reference and retransmission after needful action.

I have &c

Asst
29/4
for Chief Secy

KK.
29/4/21.

28218

VIII
E. AUDIT.
17 DEC 1921
D1757 E.a.

OFFICE OF THE
INSPECTOR-GENERAL OF POLICE IN MYSORE

No. C. 2733/19

Dated Bangalore, 14th December 1921.

Enclosures in a Separate packet appendix I to X

Encls

REV. SECTT.
17 DEC 1921

From

A. Subrahmanya Iyer, Esquire, B.A.,

The Inspector-General of Police in Mysore

Bangalore.

To

K. Matthan, Esquire, B.A.,

Chief Secretary to the Government of His Highness the Maharaja of Mysore.

Bangalore.

Sir,

With reference to your letter No.2269 dated the 30th November 1921 making certain enquiries regarding the forms contained in the appendices to the District Police Office Manual, I have the honor to state as follows:-

2. With regard to para one of your letter suggesting whether such of the forms as are found in the District Office Manual and the Mysore Account Code cannot be avoided being printed by giving only a list of such forms as has been done in connection with the forms contained in the Police Manual and General Circulars and Standing Orders etc, I have to mention that my object in including these forms in extenso in the appendices was to avoid references to numerous books, which course generally causes confusion and unnecessary labour. I am of opinion that all the forms which are generally in use in an office should find a place in the office Manual or the Manuals relating to the Department and such provision is more advantageous in the long run, though there may be some duplication. The P.W. forms are only a few in number and they are generally supplied by the Public

Public Works Department. The General Circulars and Standing Orders are books of reference in addition to the office Manual and reference is made only to a few elaborate forms. Hence it is convenient and useful to print the appendices complete as they are.

3. Regarding para 2 of your letter relating to the forms in use only in the District Police Office, it has to be mentioned that among the forms brought on to the Police Manual Vol II by G.O.No.R.1739-41/E.A.G. 524 dated the 6th May 1921, there are as many as 34 forms which are in use only in the District Police Office and a list of such forms is appended. Some of these forms have found a place in the Police Manual as the Manual deals with matters connected with such forms. Though forms Nos 89 onwards have been included recently and many of those can conveniently find a place in the District Police Office Manual still their inclusion in the Police Manual does not cause any inconvenience as it is a Departmental Manual. More over these forms are being printed and supplied to the Districts and any change now may probably cause dislocation of work in the press.

4. For the fore-going reasons, I am of opinion that the appendicies may be ordered to be printed as they are. They are returned in a separate packet.

I have the honor to be,

Sir,

Your most obedient servant,

W. S. Malcolmson

for Inspector General of Police

absent from Headquarters.

The following forms which are intended for use only in the offices of the D.S.P's and (I. G's) are included in the Police Manual as per G.O.No.1739-41-E.A.G 524 dated 6th May 1921.

No. of Form.	Name of Form.	Office to which intended.
1	Enlistment Register.	D.S.P., A.S.P., Provincial Special Reserve, Railways and C.I.D.
2	Roll of undersized over aged men recommended for enlistment.	DO.
3	Confidential Registers of Inspectors etc.	DO except Special Reserve.
4	List of Detectives.	DO
4A	List of constables fit for promotion	DO including Special Reserve.
5	Confidential Reports of Police Inspectors etc.	D.S.P.,A.S.P., Railways and C.I.D.
6	Superintendents Weekly Diary, Part I.	DO
7	DO Part II,	DO
9	Superintendents Check Register of Crime.	DO
26	Reward Roll	DO
27	Punishment Roll of Inspectors	DO & the I.G's office.
59	Weekly Report of Registered Gangs.	D.S.P. and A.S.P.
89	Sannad of Appointment of Inspectors.	I.G.P.
	Note:- This must include Sub-Inspectors also.	
90	Sannad of Appointment below Sub Inspectors.	D.S.P.
94	Facing Sheet for District Crime Files.	D.S.P. & A.S.P.For the I.G's office with variations.
97	Daily Crime Report (Register & Forms)	D.S.P. & A. S. P.
	Note:- This form should be in use in the office of all the A.S.P's.	
98	Check Register of Station House Diary.	DO
99	Check Register of General Diary.	DO
100	Ledger of Cognizable Cases Part I.	DO

101	Ledger of Cognizable Cases Part II.	D.S.P. & A.S.P.
102	DO Non-Cognizable cases Part III.	DO
103	DO Heinous Crime.	I.G.P.
104	Force Return Books and Forms.	D.S.P. & A. S. P.
105	Annual Return/Part I A	
106	DO Part II.	
107	DO B Part I	
108	DO DO II.	I.G.P., D.S.P. & A.S.P.
109	DO C.	
110	DO D.	
111	DO E.	
112	Statement showing the progress of expenditure.	D.S.P & A.S.P
113	Inspection form of the office of District Superintendent and Assistant Superintendent.	DO
115	District Crime Register.	DO & I.G.P.
116	F.I.R. in Heinous Cases.	DO & I.G.P.

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L. G. Malcolmson
for Inspector General of Police.
C/11

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G. R. S. VI—G/32]

SUBJECT.....

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Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191* .

Date of issue 25.1.22

Signed by

Section

File No.

Serial No

No. G-a-2808/10 Appellate

To

The I.G. of Police in Mysore

Sir,

With reference to correspondence ending with your letter No. C 2733/19 Dated 14th/16th Dec 1921, I am directed to return herewith appendices I to X to the Dist. Police Office Manual and to state that Govt approve of the same.

I have &c

Sd/- 20/1/22

for Chief Secy

over.

19/1/22